

Maricopa County Superintendent of Schools DES Processing – Create File from Visions System

In the Payroll Module, expand Reports and select: AZ - Unemployment Processing.
Place a check mark next to the quarter you are reporting, and a check mark next to 'Create Web File'.

AZ - Unemployment Processing

Calendar Quarter

Selected	Year	Quarter
<input type="checkbox"/>	2004	2
<input type="checkbox"/>	2004	3
<input type="checkbox"/>	2004	4
<input checked="" type="checkbox"/>	2005	1
<input type="checkbox"/>	2005	2

Report Options

☐ Wage Listing ☐ Expense Detail by Acct ☐ Create Diskette File
☐ Expense Detail by SSN ☒ Create Web File

Unemployment Information

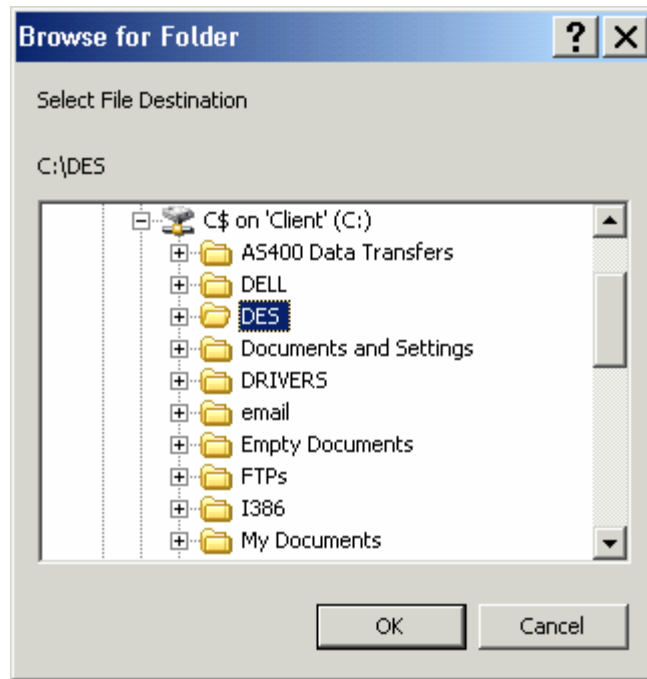
Account Number: 1150850
Report Date: 03/31/2005
Wage Limit: \$7,000.00
Rate: 0.4400%
Destination Path:

OK Cancel Help

***NOTE:** The Unemployment Information Area of the input screen should contain your Arizona Account Number, the Report Date should be the quarter ending date, the Wage Limit should reflect \$7,000.00 and **if** you are a contributory district then the Rate should reflect your current percentage rate ... else the Rate should reflect 0.0000%. Make sure that the Destination Path is blank and click on the button with 3 dots '...' at the end of the path to open Windows Explorer.

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Once the Browse window pops up, make sure you have your (C:) drive open and select the folder you want to create the file in (I have selected my DES Folder) and click OK only once.



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Now your Unemployment Processing screen should have the Destination Path filled in.

Selected	Year	Quarter
<input type="checkbox"/>	2004	2
<input type="checkbox"/>	2004	3
<input type="checkbox"/>	2004	4
<input checked="" type="checkbox"/>	2005	1
<input type="checkbox"/>	2005	2

Report Options:

☐ Wage Listing ☐ Expense Detail by Acct ☐ Create Diskette File
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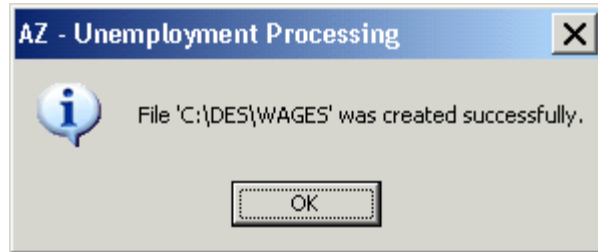
Unemployment Information:

Account Number: 1150850
Report Date: 03/31/2005
Wage Limit: \$7,000.00
Rate: 0.4400%
Destination Path: C:\DES\

OK Cancel Help

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Once the Unemployment Information Area has all the correct information, click on the OK button and the following screen should appear as soon as the file has been created.



Click OK and close out of AZ Unemployment Processing.

Before going to the Web Page for DES, we need to change the file that was just created to a TEXT file. Browse and locate the file you just created called WAGES, put your cursor on the file name and do a single 'right' click. A window will open and select rename which is towards the bottom of the window. All you want to do is change 'WAGES' to be **'WAGES.txt'**.

Once you have successfully renamed the file, you are ready to go to the DES Web Page.